



Job Announcement

Position: PERS-Performance Auditor II
Department: Employer Audit
Annual Salary: \$39,939.00
Supervisor: Kenny Grissett

Employer Audit:

The Employer Audit Department, under the direction of the agency's Deputy Administrator of Member & Employer Services, performs audits of employers to determine the employers' compliance with state, federal and PERS laws and/or regulations. Compliance is determined through desk and field audits and reports of activities and findings.

Duties of the PERS-Performance Auditor II:

- Plan and conduct audits of employers that are part of the Public Employees' Retirement System of Mississippi;
- Develop audit findings, conclusions, and recommendations;
- Monitor changes in federal and state laws, regulations, policies and procedures in order to plan policy enhancements to ensure employer compliance using new regulations in conjunctions with established policies and procedures;
- Develop policies, procedures and operational methods for unit/divisions performing desk and field investigations;
- Compile and provide analysis of statistical data and assist in planning corrective action procedures in order to recommend error reduction initiatives;
- Coordinate activities with other divisions, state and federal agencies, beneficiaries, providers, governmental officials, and professional associations;
- Train new PERS- Performance Auditors and provide on-going training for those currently employed;
- Research, collect and analyze PERS data from data sources, including beneficiaries, policy and procedure manuals, computer reporting systems, professional references, and other sources to answer questions, resolve problems and ensure correct application of PERS laws and policies;
- Make referrals to other Bureaus in the agency, or other outside entities, as appropriate;
- Travel frequently for the investigation of employer compliance with PERS statutes and regulations;
- Prepare various types of written reports, including pre-audit plans, post-audit reports, detailed funds recovery letters to providers, status reports to superiors, and other reports needed;

Education and Experience Requirements:

The preferred candidate for the position will have a Master's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from Principles of Accounting I; Principles of Accounting II; Auditing; Intermediate Accounting I; Intermediate Accounting II; Advanced Accounting; Governmental Accounting; Federal Income Tax; Advanced Auditing; Cost Accounting; Managerial Accounting; Accounting Systems and Advanced Income Tax **AND** one year of experience **OR** a Bachelor's Degree from an accredited four-year college or university with a minimum of 24 semester hours of accounting selected from the courses above **AND** two (2) years of experience.

If interested in this position, please submit an application to Human Resources on or before July 31, 2015.